

EFT Payments

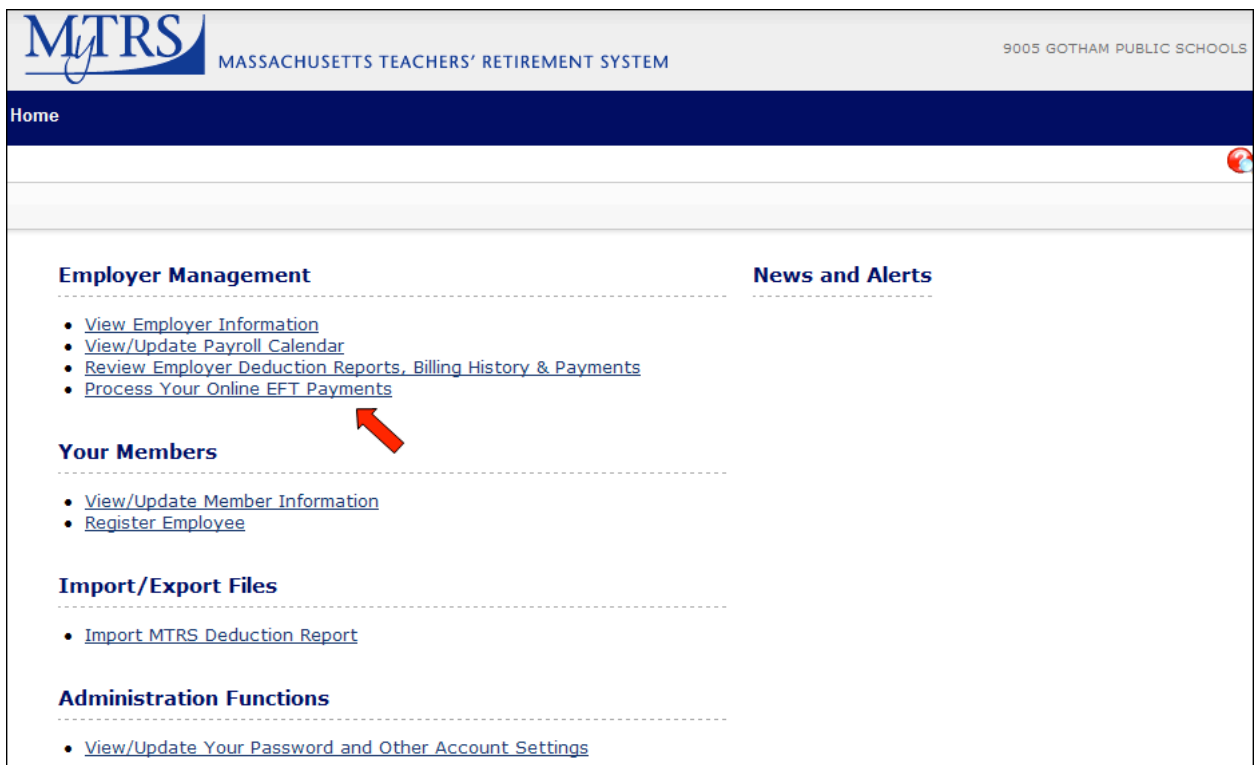
In this guided practice, you will learn how to:

- set up EFT payment accounts,
- make a payment using EFT, and
- review EFT payment history.

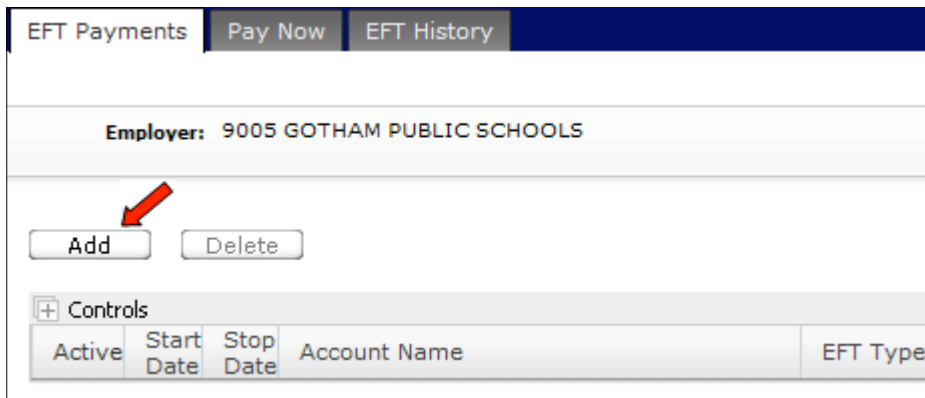
Note This guide does not provide instructions for paying via direct deposit (currently not available).

Setting up EFT payment accounts

- 1) Log in to MyTRS. The *Home* page appears.
- 2) Navigate to the *Process Your Online EFT Payments* window by clicking **Process Your Online EFT Payments** on the *Home* page or in the **I want to:** menu.

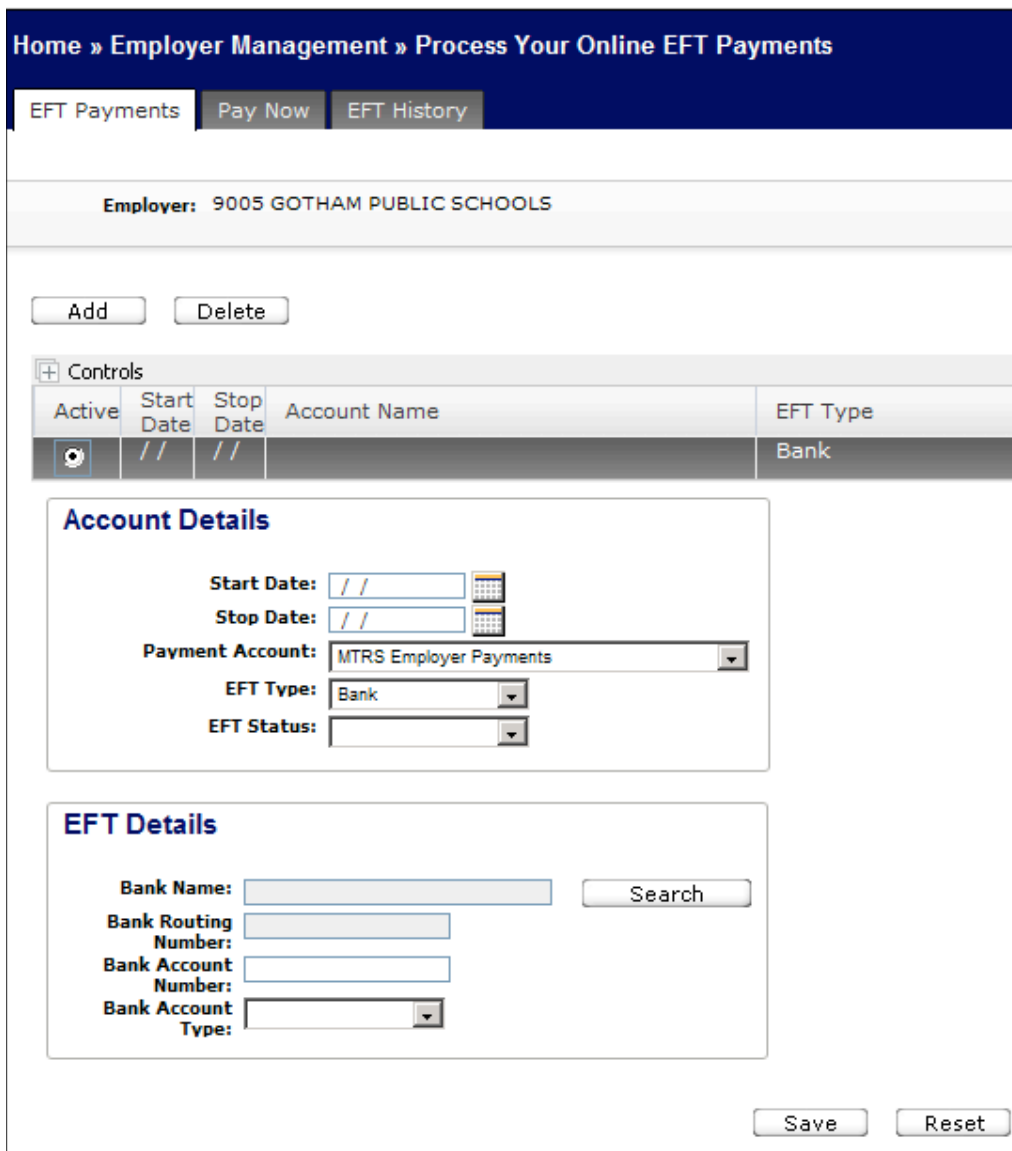


- 3) Click **Add** to add a new EFT account.



The screenshot shows the 'EFT Payments' section of the application. At the top, there are tabs for 'EFT Payments', 'Pay Now', and 'EFT History'. Below the tabs, the employer is listed as '9005 GOTHAM PUBLIC SCHOOLS'. There are two buttons, 'Add' and 'Delete', with a red arrow pointing to the 'Add' button. Below the buttons is a 'Controls' section with a table header: 'Active', 'Start Date', 'Stop Date', 'Account Name', and 'EFT Type'.

The window refreshes to display Account Details fields.



The screenshot shows the 'EFT Payments' section after clicking the 'Add' button. The employer is still '9005 GOTHAM PUBLIC SCHOOLS'. The 'Add' and 'Delete' buttons are present. Below them is the 'Controls' section with the same table header. The 'Active' column now shows a gear icon. Below the controls is the 'Account Details' section with the following fields:

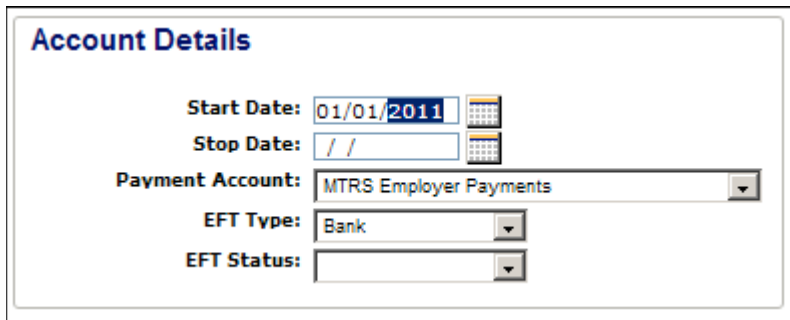
- Start Date: // (with a calendar icon)
- Stop Date: // (with a calendar icon)
- Payment Account: MTRS Employer Payments (dropdown menu)
- EFT Type: Bank (dropdown menu)
- EFT Status: (dropdown menu)

Below the 'Account Details' section is the 'EFT Details' section with the following fields:

- Bank Name: (text input)
- Bank Routing Number: (text input)
- Bank Account Number: (text input)
- Bank Account Type: (dropdown menu)
- Search: (button)

At the bottom right of the form are 'Save' and 'Reset' buttons.

- 4) Enter the account **Start Date** (e.g., 01/01/2011).



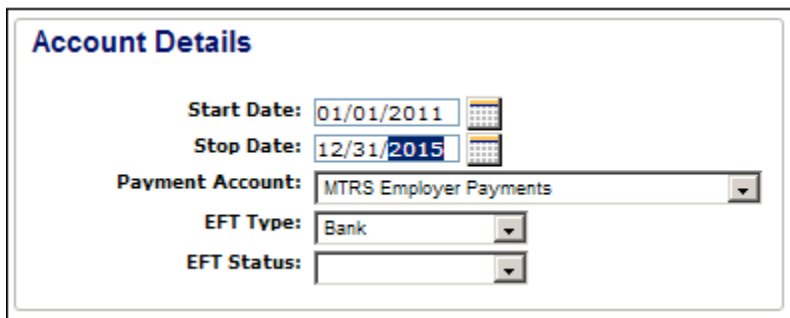
The screenshot shows a web form titled "Account Details". It contains several fields: "Start Date" with a date picker set to 01/01/2011, "Stop Date" with a date picker set to / /, "Payment Account" with a dropdown menu showing "MTRS Employer Payments", "EFT Type" with a dropdown menu showing "Bank", and "EFT Status" with an empty dropdown menu.

Note The **Start Date** cannot be earlier than the current date. Even if the account has been used for years, enter the current date as the **Start Date**.

Note The **Start and Stop Dates** control when MyTRS will allow an entered EFT to be processed.

Note You may want to set your **Stop Date** several years ahead so you will not have trouble making EFT payments in the future. The **Stop Date** can be changed as needed after you save the EFT information.

- 5) Enter the account **Stop Date** (e.g., 12/31/2015).



The screenshot shows the same "Account Details" form as before, but now the "Stop Date" field is populated with 12/31/2015. The other fields remain the same: "Start Date" is 01/01/2011, "Payment Account" is "MTRS Employer Payments", "EFT Type" is "Bank", and "EFT Status" is empty.

- 6) Select **MTRS Employer Payments** from the **Payment Account** pull-down menu (currently the only option).
- 7) Select **Bank** from the **EFT Type** the pull-down menu (currently the only option).

- 8) Select **Approved** as the **EFT Status** for the account.

Account Details

Start Date: 01/01/2011

Stop Date: 12/31/2015

Payment Account: MTRS Employer Payments

EFT Type: Bank

EFT Status: Approved

EFT Details

- 9) In the EFT Details section, click the **Search** button to open the *Financial Institution Search* window.

EFT Details

Bank Name:

Bank Routing Number:

Bank Account Number:

Bank Account Type:

Search

- 10) Enter the **Bank Routing Number** (also called an “ABA number”).

Financial Institution Search

Search Criteria must be specified.

Financial Institution: Routing Number: 011000138

Search **Cancel**

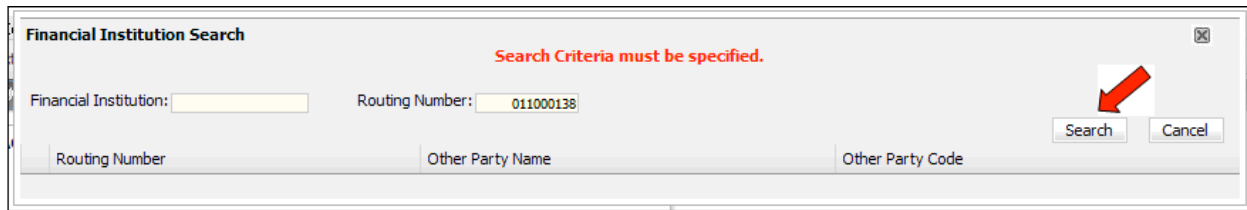
Routing Number Other Party Name Other Party Code

Note Your bank's routing / ABA number can be found on any check that is used to disburse funds from your account.

Note Please make sure to check your bank details before submitting an EFT payment. **Failure to do so may result in rejected payment fees.**

Note You may want to process an EFT for \$1.00 as a test to make sure your district can process an EFT correctly.

11) Click **Search**.



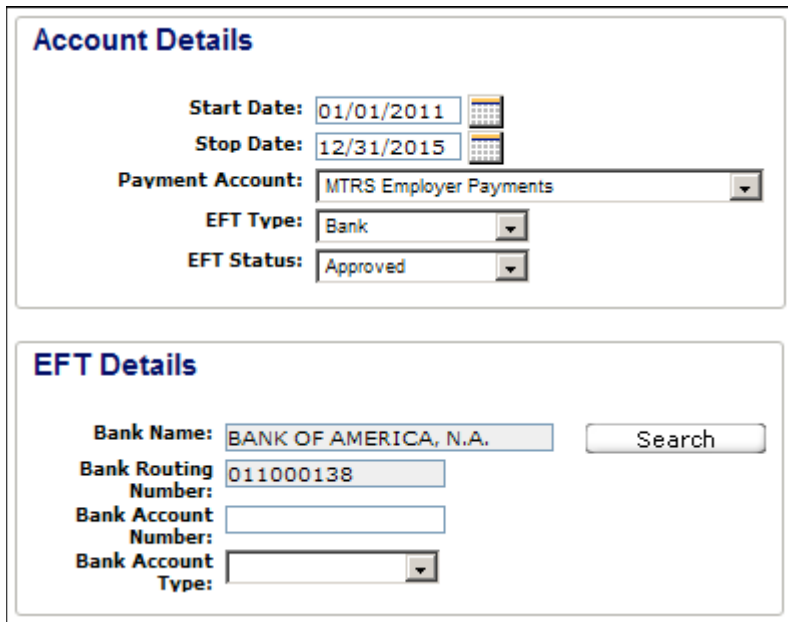
Financial Institution Search

Search Criteria must be specified.

Financial Institution: Routing Number:

Routing Number Other Party Name Other Party Code

The *Financial Institution Search* window closes and the **Bank Name** and **Bank Routing Number** display in the EFT Details section.



Account Details

Start Date:

Stop Date:

Payment Account:

EFT Type:

EFT Status:

EFT Details

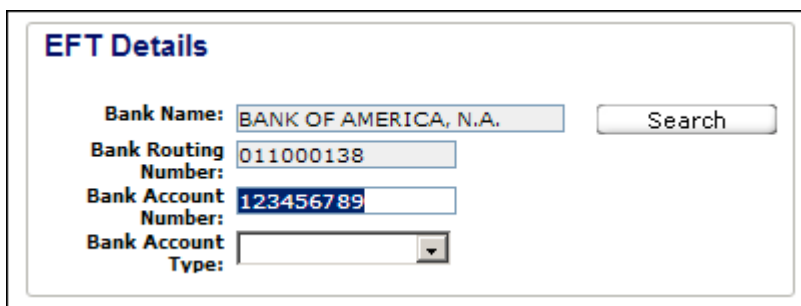
Bank Name:

Bank Routing Number:

Bank Account Number:

Bank Account Type:

12) Enter the **Bank Account Number** for the EFT Account.



EFT Details

Bank Name:

Bank Routing Number:

Bank Account Number:

Bank Account Type:

Note MyTRS requires that bank account numbers be at least 8 digits long. If your account number has fewer than 8 digits, please add leading zeroes to your number.

13) Select the **Bank Account Type (Savings or Checking)** from the pull-down menu.

EFT Details

Bank Name:

Bank Routing Number:

Bank Account Number:

Bank Account Type: (dropdown menu open showing 'Savings' and 'Checking' options)

14) Click **Save**.

EFT Details

Bank Name:

Bank Routing Number:

Bank Account Number:

Bank Account Type: (dropdown menu open showing 'Checking' option)

The window refreshes to display the EFT agreement confirmation as a pop-up screen.

Home » Employer Management » Process Your Online EFT Payments

Employer: 0005 GOTHAM PUBLIC SCHOOLS

Agreement Confirmation

EMPLOYER/RECEIVER AUTHORIZATION AND AGREEMENT FOR ACH DEBIT

Originator: MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

The Employer/Receiver hereunder, **GOTHAM PUBLIC SCHOOLS** ("EMPLOYER"), hereby authorizes MTRS to initiate both recurring and single entry debit entries to EMPLOYER'S Checking Account indicated below at the depository financial institution named below ("DEPOSITORY"), and to debit the same to such account. EMPLOYER acknowledges that the origination of ACH transactions to said account must comply with the provisions of U.S. law and the rules of the National Automated Clearinghouse Association ("NACHA") and agrees that transactions hereunder shall be in the NACHA ICCD format, unless mutually agreed otherwise.

Depository Name: **BANK OF AMERICA, N.A.**

Routing Number: **011000138**

Account Number: **XXXXX1234**

EMPLOYER acknowledges and agrees that it has the sole responsibility to ensure that the bank account listed above will be open to accept transactions hereunder, that sufficient funds will be maintained in that account to cover said transactions, and that it has verified that DEPOSITORY is capable of complying with the U.S. laws and NACHA rules governing transactions hereunder. This authorization shall remain in full force and effect until MTRS has received written notification of its termination from EMPLOYER. The termination notice may be delivered by e-mail, facsimile, or first class mail, provided that the delivery of such termination notice shall provide MTRS and DEPOSITORY a reasonable opportunity to act on it.

Employer Name: **GOTHAM PUBLIC SCHOOLS** Employer ID No: **9005**

Date: **Feb 24, 2011** By: Title:

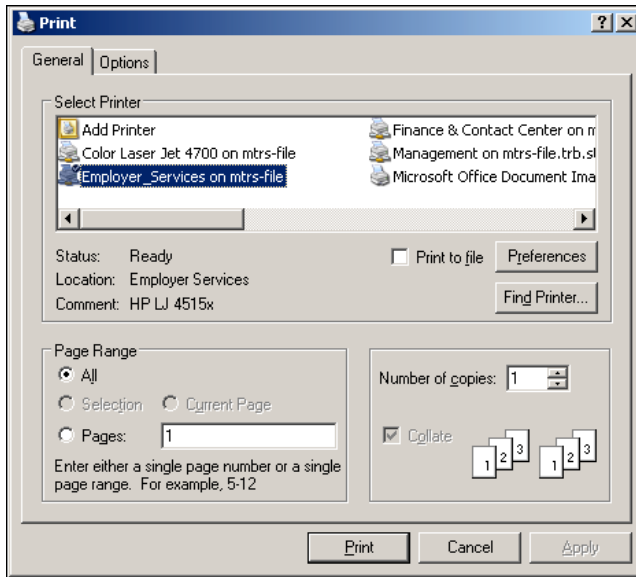
- 15) Enter your name in the **By:** field to indicate who authorized the account.
- 16) Enter your **Title**.
- 17) Click **Confirm**. The text you entered becomes read-only.

Employer Name: GOTHAM PUBLIC SCHOOLS		Employer ID No: 9005	
Date:	Feb 24, 2011	By:	<input type="text" value="Barbara Gordon"/>
		Title:	<input type="text" value="Payroll Supervisor"/>
<div>Confirm Cancel</div>			

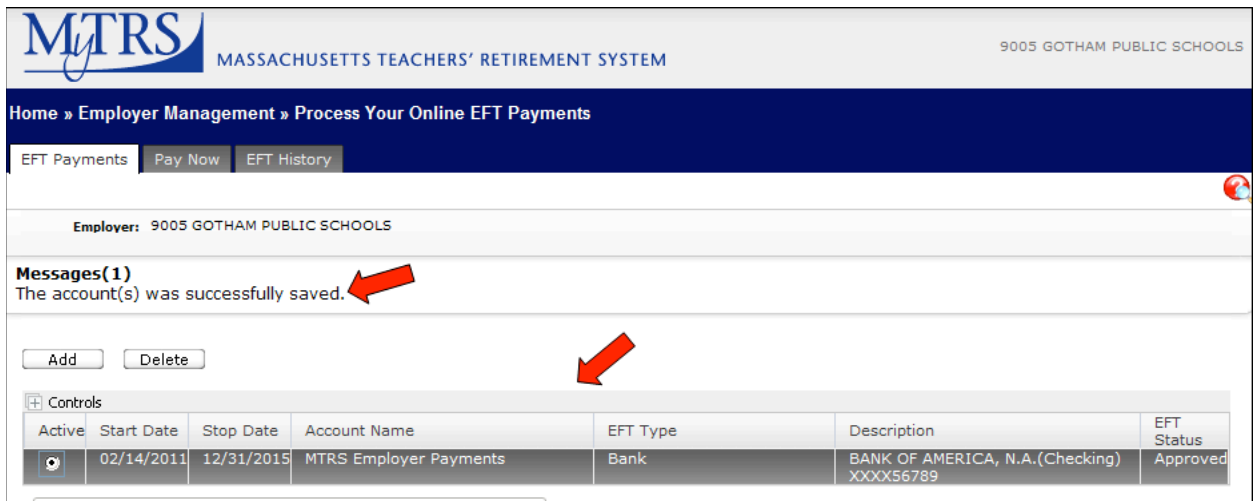
The window refreshes with the **By:** and **Title:** fields as read-only, and **Finish and Print** is the only button on the page.

Employer Name: GOTHAM PUBLIC SCHOOLS		Employer ID No: 9005	
Date:	Feb 14, 2011	By:	Barbara Gordon
		Title:	Payroll Supervisor
<div>Finish and Print</div>			

- 18) A Print window similar to the one below (depending on your computer's printing settings) appears. Click **Finish and Print** to print a copy for your records.



- 19) Once printing completes, close the pop-up by clicking the X in the top-right corner. The window refreshes and to the *EFT Payments* tab. The account you created now appears in the EFT Payments grid, and a confirmation message appears.



You have successfully created an EFT Payment Account.

Make a payment using EFT

- 1) Navigate to the *Process Your Online EFT Payments* window by clicking on **Process Your Online EFT Payments** on the *Home* page or in the **I want to:** menu..

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS

Home

Employer Management

- [View Employer Information](#)
- [View/Update Payroll Calendar](#)
- [Review Employer Deduction Reports, Billing History & Payments](#)
- [Process Your Online EFT Payments](#)

Your Members

- [View/Update Member Information](#)
- [Register Employee](#)

Import/Export Files

- [Import MTRS Deduction Report](#)

Administration Functions

- [View/Update Your Password and Other Account Settings](#)

- 2) Select the *Pay Now* tab.

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS

Home » Employer Management » Process Your Online EFT Payments

EFT Payments Pay Now EFT History

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Make A One-Time Payment

Payments submitted before 5:00pm EST will be effective for today.
Payments submitted after 5:00pm EST will be effective on the next business day.

Employer Code: 9005
Employer Name: GOTHAM PUBLIC SCHOOLS

Outstanding Balance: \$0.00
Payment Amount:

Bank Name:

Payment Reason:

Reporting Period:

- 3) Enter the **Payment Amount** you want to process (e.g., 123456.78).

Outstanding Balance:	\$0.00
Payment Amount:	<input type="text" value="\$123456.78"/>

- 4) Select the **Bank Name** from the pull-down menu (e.g., Bank of America). (Only EFT accounts you have added in the previous section's steps will appear in the pull-down menu.)

Bank Name:	<input type="text" value="BANK OF AMERICA, N.A.(Checking) XXXX56789"/>
Payment Reason:	<input type="text" value="BANK OF AMERICA, N.A.(Checking) XXXX56789"/>
Reporting Period:	<input type="text"/>

- 5) Select **Employer Deduction Report** from the **Payment Reason** pull-down menu.

Bank Name:	<input type="text" value="BANK OF AMERICA, N.A.(Checking) XXXX56789"/>
Payment Reason:	<input type="text" value="Employer Deduction Report"/>
Reporting Period:	<input type="text" value="Employer Deduction Report"/>

- 6) Enter a **Reporting Period** in MM/YYYY format, for which MM is a two-digit month and YYYY is a four-digit year (e.g., 01/2010).

Bank Name:	<input type="text" value="BANK OF AMERICA, N.A.(Checking) XXXX56789"/>
Payment Reason:	<input type="text" value="Employer Deduction Report"/>
Reporting Period:	<input type="text" value="01/2011"/>

- 7) Click **Continue**. The window refreshes. The text you entered becomes read-only.

Make A One-Time Payment

Payments submitted before 5:00pm EST will be effective for today.
Payments submitted after 5:00pm EST will be effective on the next business day.


Employer Code: 9005
Employer Name: GOTHAM PUBLIC SCHOOLS

Outstanding Balance: \$0.00
Payment Amount:

Bank Name:

Payment Reason:

Reporting Period:



- 8) Click **Finish** to finalize the one-time payment.

Confirm Payment


Payments submitted before 5:00pm EST will be effective for today.
Payments submitted after 5:00pm EST will be effective on the next business day.

Please confirm the payment details that you have entered are correct.

Employer Code: 9005
Employer Name: GOTHAM PUBLIC SCHOOLS

Outstanding Balance: \$0.00
Payment Amount: \$123,456.78

Bank Name: BANK OF AMERICA, N.A.
Payment Reason: Employer Deduction Report
Reporting Period: 01/2011
Bank Routing Number: XXXXX0138
Bank Account Number: XXXXX6789



A message appears asking you to print the page for your records.

Please print this page for your records.


Payment Summary

Transaction Id: 7904
Transaction Date: Feb 14, 2011

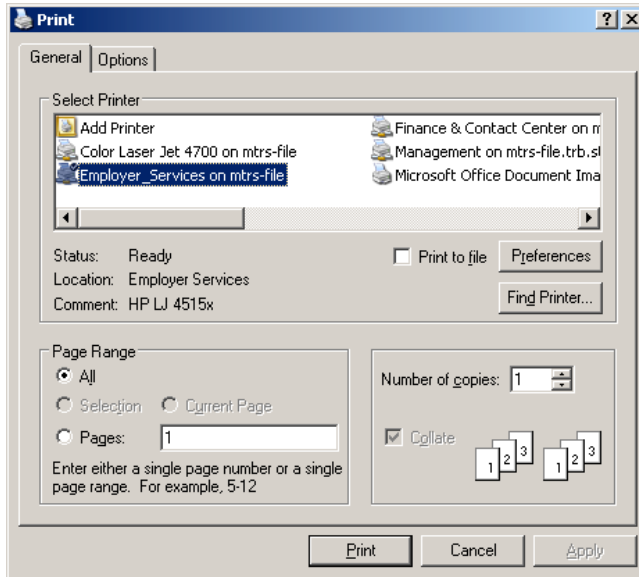
Employer Code: 9005
Employer Name: GOTHAM PUBLIC SCHOOLS

Payment Amount: \$123,456.78

Bank Name: BANK OF AMERICA, N.A.
Bank Routing Number: XXXXX0138
Bank Account Number: XXXXX6789
Payment Reason: Employer Deduction Report
Reporting Period: 01/2011



- 9) If you would like to save a copy for your records, click **Print** and use the printer window to print the page.



Note This page may look different on your computer, depending on your printer and printing settings.

- 10) Close the print pop-up window (if you chose to print your confirmation) and click **Return**. The *Pay Now* tab appears, which defaults to a blank “pay now” form.

Please print this page for your records.

Payment Summary

Transaction Id: 7904
Transaction Date: Feb 14, 2011

Employer Code: 9005
Employer Name: GOTHAM PUBLIC SCHOOLS

Payment Amount: \$123,456.78

Bank Name: BANK OF AMERICA, N.A.
Bank Routing Number: XXXXX0138
Bank Account Number: XXXXX6789

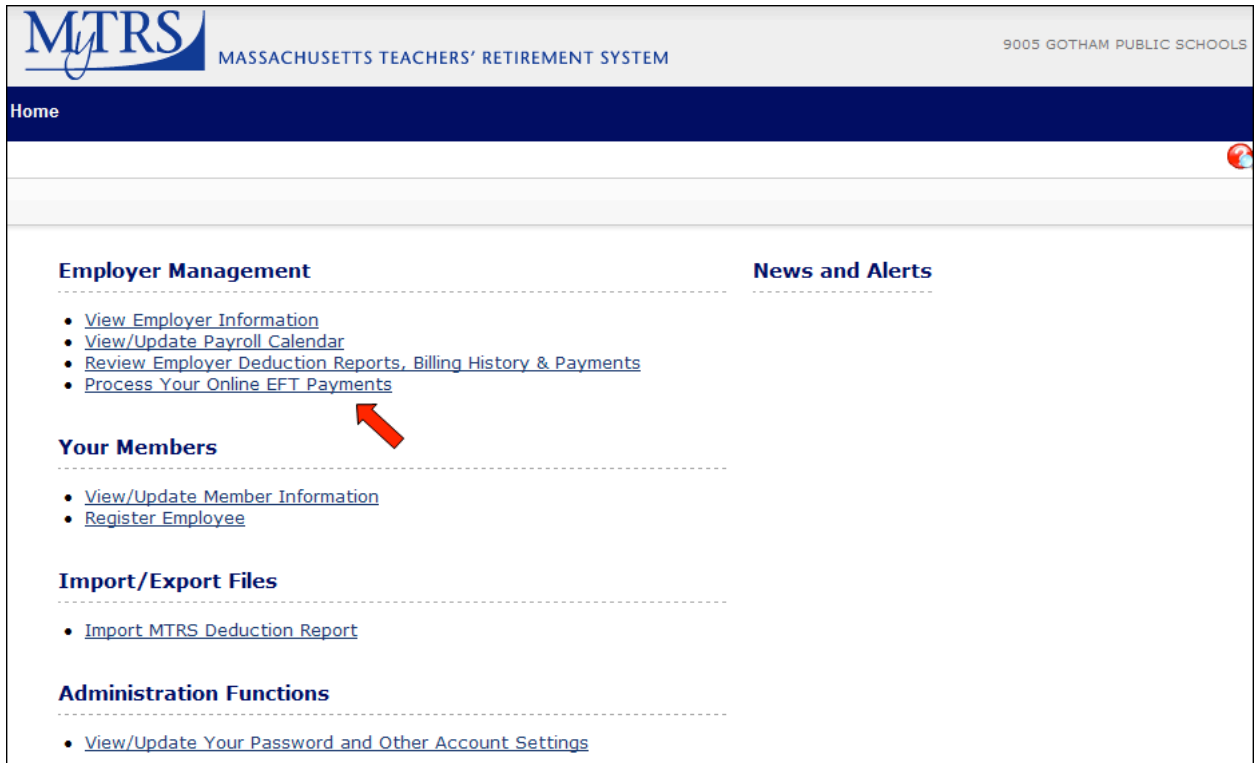
Payment Reason: Employer Deduction Report
Reporting Period: 01/2011

➔
Return
Print

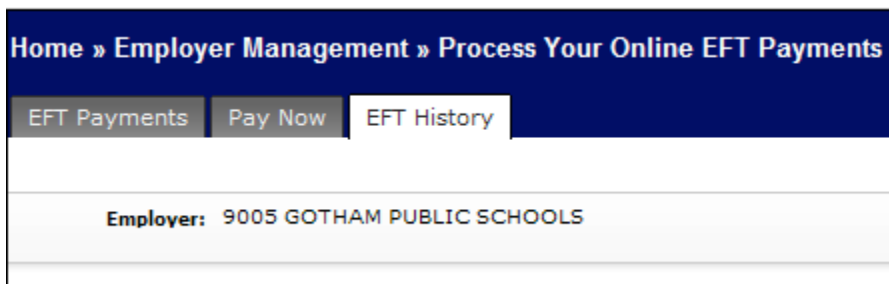
You have completed creating a one-time payment.

Reviewing EFT payment history

- 1) If you are not already there, navigate to the *Process Your Online EFT Payments* window by clicking on **Process Your Online EFT Payments** on the *Home* page or in the **I want to:** menu.



- 2) Click the *EFT History* tab.



Note All EFT payments appear in the grid, including the EFT “pay now” payment you just created. You can navigate among multiple payments by using the filters and clicking on a payment in the grid.

Your EFT history will display.

Friday, February 25, 2011 | Welcome Barbara Gordon | I Want To: | Account Settings | Logout

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 9005 GOTHAM PUBLIC SCHOOLS

Home » Employer Management » Process Your Online EFT Payments

EFT Payments | Pay Now | EFT History

Employer: 9005 GOTHAM PUBLIC SCHOOLS

Payment Account: All | Payment Request Status: All
 Period From Date: // | Period To Date: // | Filter

Active	Employer Name	Payment Request Date	Payment Amount	Period From Date	Reporting Period	Period To Date	Payment Request Status
<input checked="" type="radio"/>	9005 - GOTHAM PUBLIC SCHOOLS	02/14/2011	\$123,456.78	02/14/2011	01/2011	02/14/2011	Issued

Payment Request Details

Payment Account: MTRS Employer Payments
 EFT Definition: BANK OF AMERICA, N.A.(Checking) XXXX56789
 Payment Request Date: Feb 14, 2011
 Period From Date: Feb 14, 2011
 Period To Date: Feb 14, 2011
 Payment Request Status: Issued
 Employer Name: 9005 - GOTHAM PUBLIC SCHOOLS
 Payment Amount: \$123,456.78
 Payment Reason: Employer Deduction Report
 Reporting Period: 01/2011
 Transaction Id: 7904

Note Sort EFT payments in the grid by clicking on any column header. Search for a particular payment by using the Payment Account, Payment Request Status, and Period To/From Date filters.

Note Completed EFT payments can also be found on the *Transactions* tab under Review Employer Reports, Billing History and Payments.

You have completed reviewing an EFT payment history.

You have completed this guided practice.